

TOWN OF TRUMBULL
MAINTENANCE MECHANIC ASSISTANT
BOARD OF EDUCATION

WAGE GROUP: VII

GENERAL STATEMENT OF DUTIES:

1. Performs a variety of tasks in the construction, alteration, maintenance and repair of buildings and equipment throughout the school system.
2. Assists tradesmen in all phases of HVAC, carpentry, plumbing and electrical work
3. Under supervision, installs and maintains low voltage equipment and wiring, exit lighting, emergency lighting, fire alarm, intruder alarm, and closed circuit/IP camera systems.
4. Makes repairs and maintains HVAC equipment as directed
5. Assists outside crew cutting grass, landscaping, moving equipment or materials as needed
6. Shall take part in snow removal efforts including shoveling, plowing, and moving snow with heavy equipment
7. Oversees routine emergency system testing for emergency lights, batteries, and related systems/equipment
8. Maintains accurate work records
9. Communicates effectively with other members of the department, staff, and public as necessary in an appropriate manner
10. Performs miscellaneous related duties as assigned

SUPERVISION RECEIVED:

Works under the direction of the Plant Administrator, Supervisor of Maintenance, Maintenance Mechanic, or other supervisor as assigned.

SUPERVISION EXERCISED:

Supervises one or more Utility Maintenance employees or other personnel of lower classification, Including summer help. Supervises contractors as assigned.

MINIMUM QUALIFICATIONS, KNOWLEDGE, SKILL AND ABILITY:

1. Considerable knowledge of building maintenance including building construction alteration, maintenance and repair.
2. Ability to use hand tools, power tools, and other motorized equipment as necessary to fulfill job duties

3. Ability to understand and follow complex oral and written instructions, including blueprints and sketches.
4. Ability to organize routine maintenance service or tasks and keep accurate written records
5. Considerable strength and stamina including the ability to lift and carry at least 65 lbs.
6. Ability to climb ladders and work on scaffolds and lifts.
7. Ability to work safely and maintain a safe work area at all times
8. Ability to get along well with co-workers, staff, children, contractors and the general public.
9. Ability to use a computer in a Windows environment and a basic knowledge of Word, Outlook, and Excel.
10. Must be available to work night or day shift.

EXPERIENCE AND TRAINING:

Not less than four (4) years of experience in building maintenance and repairs. State of CT driver's license. HS diploma or equivalent.

The following certifications, licenses or experience are **preferred but not required:**

1. Completion of two years of trade school for a relevant trade
2. Trade license (Electrical, Plumbing, HVAC, etc.)
3. Mechanic's certification (ASE, Vehicle Manufacturer's, etc.)
4. CDL license
5. Building Operators Certificate
6. Working as part of a Tools for Schools team
7. Working in a maintenance department in a public school system for at least 3 years
8. Fire alarm repair/installation system certification or proven experience installing and/or repairing fire alarm monitoring systems